

CWCS Upload Checklists

Schools and districts can load Section, Course and Teacher and Student Completion File records into CWCS by: (1) uploading a file (2) entering records on-line. There are two types of Coursework Completion System records: Section, Course and Teacher (WCT) and Student Completion (WS) records. There is a minimum amount of data required for a successful Section, Course and Teacher or Student Completion data load. Much of the additional data marked as "nullable" or "optional" in the [Interface Specifications](#) (B.2) will be required prior to locking data. [Select the hyperlink to access the Section, Course and Teacher or the Student Completion (CSV) or (XML) interface specification documents]. These additional data fields can be submitted by file upload, on-line data entry, or some combination of the two.

Cautions:

- The Section, Course and Teacher or Student Completion Data Load process may be successful but incomplete. If incomplete, additional data will be required prior to locking school or district data. To minimize the amount of on-line data entry required, it is recommended that districts uploading files provide all readily available data in these files.
- If records have already been submitted for the current CWCS collection that match the district, school, term, collection type and record type included in a subsequent upload file or in the Section, Course and Teacher or Student Completion Record List, then all previously submitted records for the collection type, district, school, term, record type combination will be deleted from CWCS. CWCS includes a warning when this situation occurs, and users may choose to cancel the upload process or continue.

Before Your District/School Begins

1. Are CWCS preferences set up for your district ('0000-All Schools') and for each school in your district including newly opened schools? If not, users with a district All Functions role must go to the CWCS Web Application to setup preference.

Note: A user with single school authorization may not complete this step. (Main Menu - District/School CWCS Preferences)

2. CWCS is setup with only one (1) role of "All Functions". If you have access to CWCS you will be assigned the role of "All Functions". Your access may be limited based on "all district access" versus "individual schools within a district".
3. Users must have an All Functions_ role to complete the CWCS Upload or to Download Baseline Data.

File Upload Checklist

1. Generate Section, Course and Teacher or Student Completion file from your Section, Course and Teacher or Student Completion information system. Include only Section, Course and Teacher or Student Completion records that completed coursework within the current school year based on a reporting term. [Select [Interface Specifications](#) to access the Section, Course and Teacher or the Student Completion (CSV) or (XML) interface specification documents].
2. Upload file in CWCS. (Main Menu - File Upload Section, Course and Teacher or Student Completion File Upload Type Selection).
3. Select File Upload Type; 1) Upload Section, Course, Teacher File or 2) Upload Student Completion File.
4. If records exist in the current CWCS collection for any collection type, district, school, record type, term combinations included in the upload file, you will receive a warning. Proceeding with the upload will DELETE all records for the submitted collection type, district, school, record type, term combinations.
 - 4.1. If you wish to cancel the upload process, click the 'Cancel Upload' icon. Do not click the 'Exit' icon. Review the Section, Course and Teacher or Student Completion File upload files to determine the Section, Course and Teacher or Student Completion records existing in the CWCS. When you are ready to proceed again, return to step 1.
5. Check file upload status (optional). (Main Menu - Process Status)
6. Review file results. (Main Menu - Results)
7. If the 'CWCS Load Result Report' file status is SUCCESS skip to step 9.
8. If the 'CWCS Load Result Report' file status is a FAILURE, review/resolve the Section, Course and Teacher or Student Completion file upload errors locally and return to step 1. The errors in the 'CWCS Load Result Report' are available for download in the 'CWCS Load Failure File'.
9. If the file status is SUCCESS, then a validation process will automatically begin. Review/resolve the validation errors. Refer to the [Validation Checklist](#) for more information.
10. If you wish to add or correct Section, Course and Teacher or Student Completion data by modifying your file locally and uploading the new file, then begin by downloading the 'Baseline Data' file from CWCS (Main Menu - File Download Request). The layout of the 'Baseline Data' file is the same as the layout required for file upload. The 'Baseline Data' file includes codes that were generated or modified by CWCS as part of the validation process as well as any data subsequently edited on-line.
11. Modify the 'Baseline Data' file as appropriate and repeat steps 2 through 10. Each upload will DELETE ALL EXISTING RECORDS for the collection type, district, school, term, record type combinations included in the upload file.

Modify the Baseline Data File

(After Section, Course and Teacher or Student Completion records exist in the CWCS, you can download a baseline data file, modify it using spreadsheet software, and upload the new file to CWCS.)

1. Set your Data Submit Method to 'CSV' for the 'All Schools' record and apply this change to all individual school preferences (Main Menu - District/School CWCS Preferences).
2. Request the 'Baseline Data' file. (Main Menu - File Download Request)
3. Download the file. (Main Menu - Results)
4. Add and modify data, as needed. Note that if you use certain spreadsheet tools, you must [recreate the leading zeroes](#) in the record codes, district code, school codes, sequence numbers and dates.
5. Modify the file name to the upload format, S_[districtcode]_[schoolcode]_[mmddyyyy]_WSL_[seqnumber].CSV for student file, for example 'S_0130_0000_10012004_WSL_00002.CSV'. [See [Interface Specifications](#).] or S_[districtcode]_[schoolcode]_[mmddyyyy]_WCL_[seqnumber].CSV for section, course and teacher file, for example 'S_0130_0000_10012004_WCL_00002.CSV'. [See [Interface Specifications](#).]
6. Upload the file into the CWCS. Begin at step 2 of the [File Upload Checklist](#).
7. Reset your Data Submit Method to match previously set preferences as necessary. (Main Menu - District/School CWCS Preferences).

One Section, Course and Teacher or Student Completion enrollment record is expected for each school that Section, Course and Teacher or Student Completion attended during the school term; Section, Course and Teacher or Student Completion who move between schools and may have multiple enrollment records for the same school term.

Go to CWCS checklists:

Upload, [Validate/Edit](#), and [Preview/Lock/Submit](#)